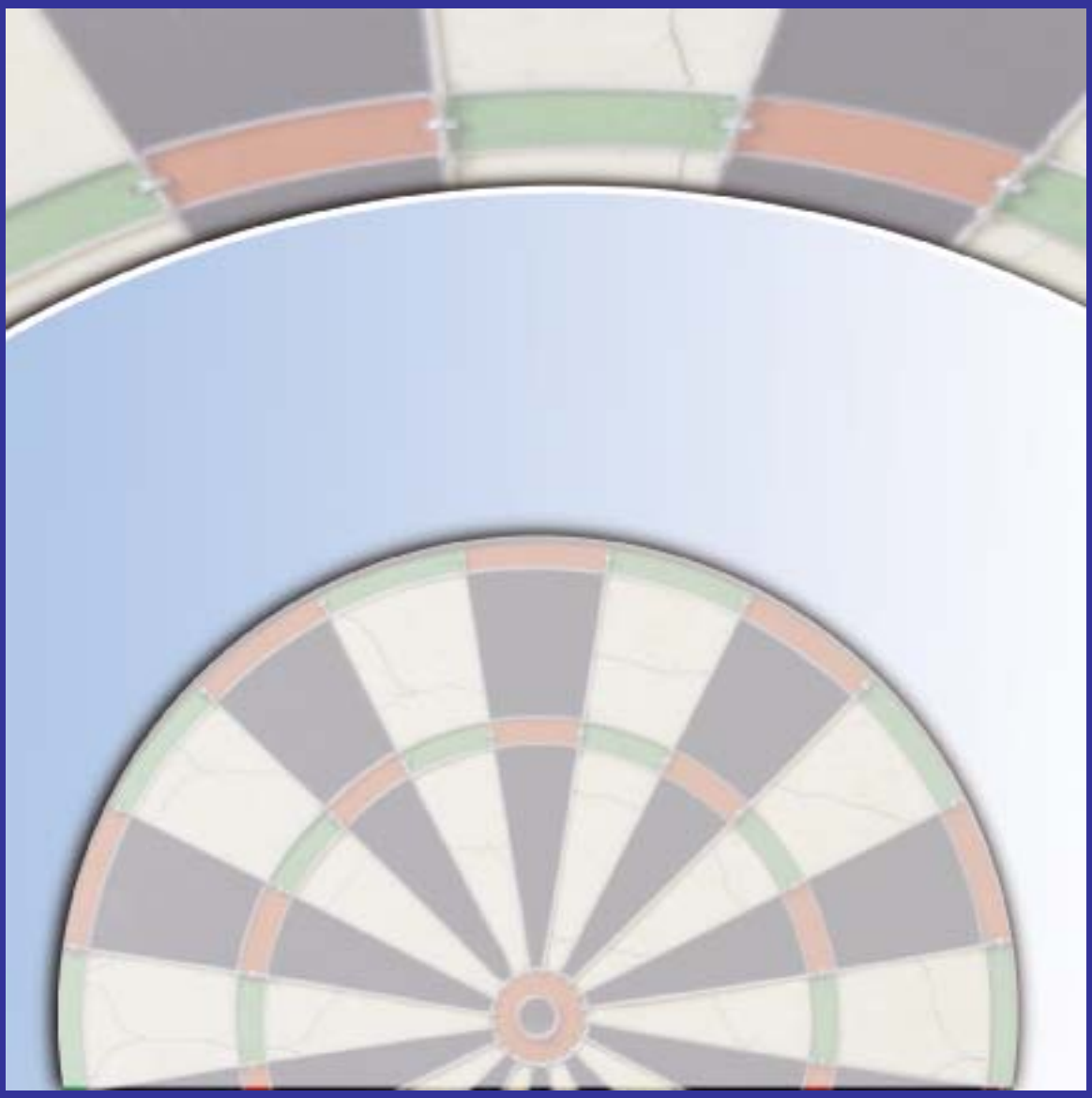
Contemporary's

Instruction Targeted for TABE® Success



User Manual

Wright Group

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Contemporary's
Instruction Targeted for TABE Success
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1.0 Overview

1.1 About the Program

The *Instruction Targeted for TABE Success* (ITTS) program is designed to improve students' performance on the TABE® tests. The program provides lessons and practice for each TABE subskill at levels E, M, and D.

ITTS has three levels of lessons (E, M, D) in three subject areas: reading, math, and language. The subskill lessons and quizzes for each subject are the basis of the *Instruction Targeted for TABE Success.*

Ideally, teachers import students' TABE results to place students in the ITTS program. Students begin their experience with a unit level pretest. Then they complete each subskill lesson assigned. A print resources study plan is also available if students need more study material. Finally, students take a posttest to demonstrate mastery of the subskills in a unit. When they complete a subject area at their level, they are ready to retake the TABE, advancing through each level to achieve their educational goals.

1.2 Requirements and Settings

To install and run the program you need

- Windows 2000 or XP
- 128 MB RAM (minimum)
- Color monitor
- 8x or better CD-ROM drive
- Sound card
- Free Disk Space — 600 MB
- 800 x 600 screen resolution
- 256 colors (minimum), thousands of colors (preferred)

You may install on and run the program from the following servers:

- Windows NT, Service Pack 4.0 and above
- Windows 2000
- Windows 2003
- Novell Netware 6.0 and above

2.0 Installation

2.1 Installation

The complete ITTS program comes on three CD-ROMs, one for each TABE level. You can purchase all three levels or a single level, but each CD must be installed independently.

To install

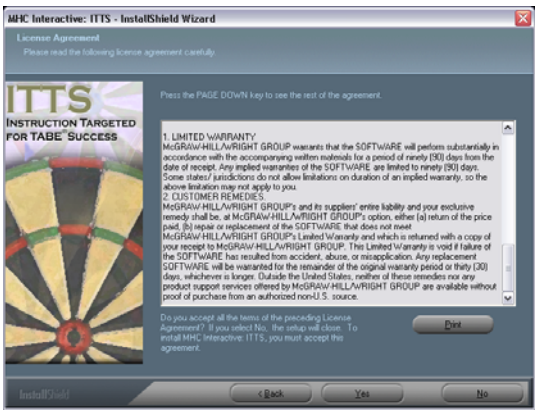
1. Insert an ITTS CD into your CD-ROM drive.

2. The installer will automatically launch. If you have “auto-run” disabled, click on *My Computer*. Then double-click on the CD-ROM drive. From the CD contents, double-click the setup icon.

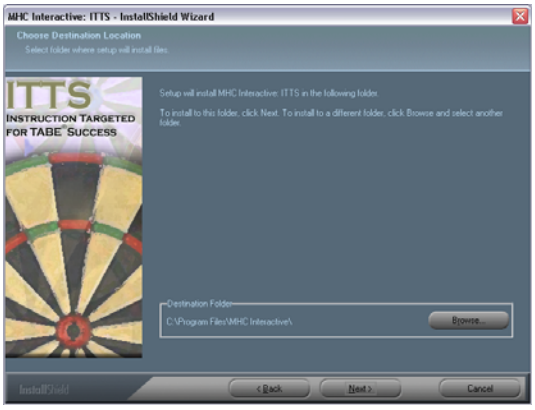
3. On the ITTS installation welcome screen, click on the Next button.

MHC Interactive: ITTS - InstallShield Wizard
ITTS
INSTRUCTION TARGETED FOR TABE SUCCESS
Welcome to the InstallShield Wizard for Instruction Targeted for TABE® Success (ITTS).
The InstallShield Wizard will install MHC Interactive: ITTS on your computer. To continue, click Next.
InstallShield
< Back
Next >
Cancel

4. Read the license agreement and then click Yes to continue.


MHC Interactive: ITTS - InstallShield Wizard
License Agreement
Please read the following license agreement carefully.
ITTS
INSTRUCTION TARGETED FOR TABE SUCCESS
Press the PAGE DOWN key to see the rest of the agreement.
1. LIMITED WARRANTY
2. CUSTOMER REMEDIES.
Do you accept all the terms of the preceding License Agreement? If you select No, the setup will close. To install MHC Interactive: ITTS, you must accept this agreement.
Print
InstallShield
< Back
Yes
No

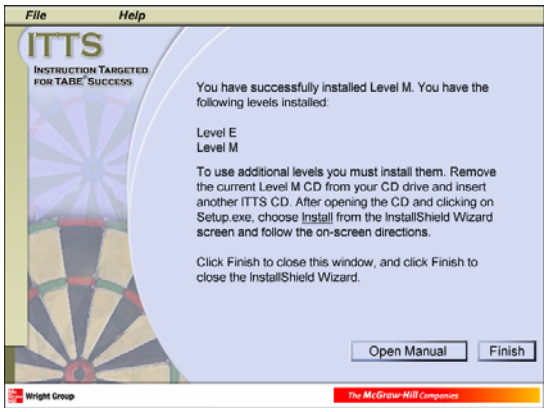
5. The default installation location is displayed in the Destination Folder box. If you want another location, click on the Browse button and navigate to the desired location. Click OK. Then click the Next button to continue.


MHC Interactive: ITTS - InstallShield Wizard
Choose Destination Location
Select folder where setup will install files.
ITTS
INSTRUCTION TARGETED FOR TABE SUCCESS
Setup will install MHC Interactive: ITTS in the following folder.
To install to this folder, click Next. To install to a different folder, click Browse and select another folder.
Destination Folder
C:\Program Files\MHC Interactive\
Browse...
InstallShield
< Back
Next >
Cancel

6. WAIT for the program to install.

7. The next screen displays the program file location. Click the Next button to continue.

8. The next screen displays all ITTS levels currently installed. These are the lesson levels to which students will have access. Click Finish when done. See section 2.2 of this manual for instructions on how to install additional levels.


File
Help
ITTS
INSTRUCTION TARGETED FOR TABE SUCCESS
You have successfully installed Level M. You have the following levels installed:
Level E
Level M
To use additional levels you must install them. Remove the current Level M CD from your CD drive and insert another ITTS CD. After opening the CD and clicking on Setup.exe, choose Install from the InstallShield Wizard screen and follow the on-screen directions.
Click Finish to close this window, and click Finish to close the InstallShield Wizard.
Open Manual
Finish
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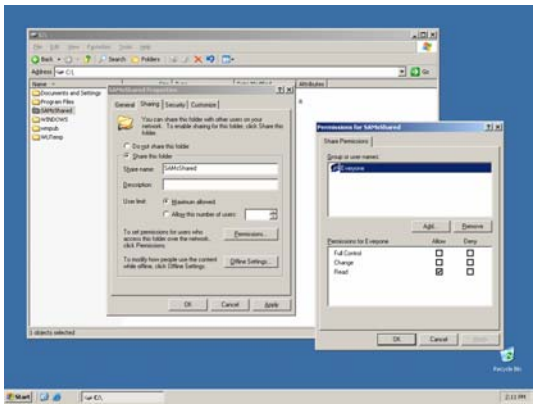
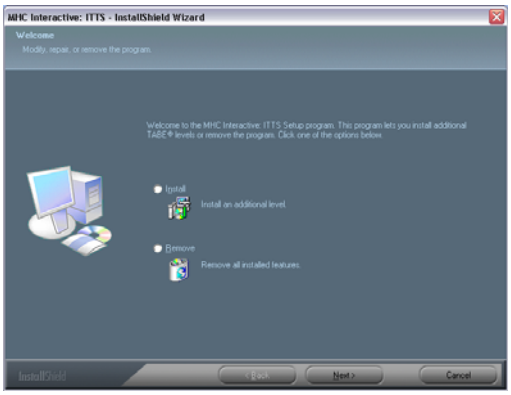
IMPORTANT! If you are installing ITTS to a Windows NT server, you MUST run the installation from a workstation and, when the installer asks you to choose an installation location, choose the mapped server drive/folder.

IMPORTANT! After you have installed ITTS to a Windows 2003 Server, you must change permissions on the database folder within the ITTS folder to Full Control.



2.2 Adding ITTS Levels

Each of the three levels in the ITTS program must be installed separately. Install additional levels from the same computer you used to install the original program.
After opening the CD and clicking on Setup.exe, choose Install/Install additional level from the InstallShield Wizard screen. Follow the on-screen directions.


MHC Interactive: ITTS - InstallShield Wizard
Welcome
Modify, repair, or remove the program.
Welcome to the MHC Interactive: ITTS Setup program. This program lets you install additional TABE® levels or remove the program. Click one of the options below.
Install
Install an additional level.
Remove
Remove all installed features.
InstallShield
< Back
Next >
Cancel

2.3 Adding ITTS to Start>All programs

If the program was installed to a network server from a workstation, the setup for that computer is finished. For other computers, follow these steps:

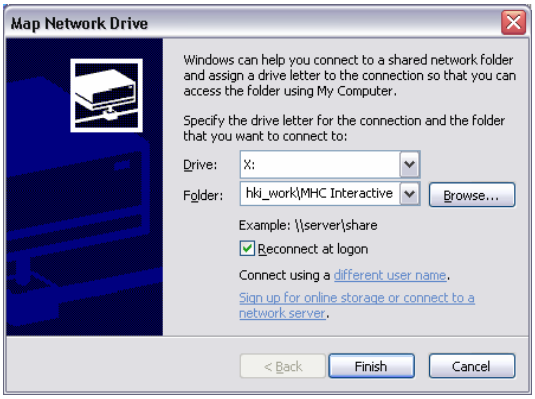
1. From each workstation use *My Computer* to navigate to the location where the program was installed. If you do not have access to that drive/folder, you will need to map that drive. ***See 2.4 Mapping a Drive.***

2. Find and click on the file named ClientSetup.exe. It adds the program to the Start>All Programs menu.

   IMPORTANT! You will only need to complete this process for the first level installed. All levels use the same launch icon.

2.4 Mapping a Drive on Windows 2000 or XP

1. Click Start, click My Network Places.
2. Select Tools>Map Network Drive


Map Network Drive
Windows can help you connect to a shared network folder and assign a drive letter to the connection so that you can access the folder using My Computer.
Specify the drive letter for the connection and the folder that you want to connect to:
Drive:
X:
Folder:
hki_work\MHC Interactive
Browse...
Example: \\server\share
Reconnect at logon
Connect using a different user name.
Sign up for online storage or connect to a network server.
< Back
Finish
Cancel

3. Click the drive letter that you want to use and then specify whether you want to reconnect every time that you log on to your computer.
4. Click Browse and navigate to the MHC Interactive Folder on your server and click OK.

   Note: Network drives are mapped by using letters starting from the letter Z. This is the default drive letter for the first mapped drive you create. However, you can select another letter if you want to use a letter other than Z.

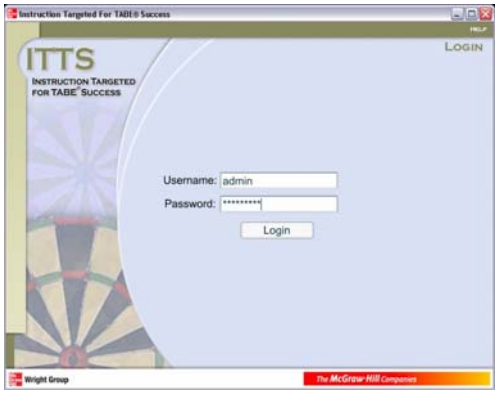
5. Click Finish.

If you have trouble mapping the drive, please see your network administrator.

3.0 Login

The user login screen appears after the user has launched the program (from a desktop shortcut or from Start>All Programs) and the title screen has played.

The login for administrators, teachers, and students is identical. The user enters his/her user name and password and then clicks Login. The "smart" login recognizes the user's level of accessibility and takes the user to the appropriate screen.



An error message will tell the user if an invalid user name or password was entered.

3.1 Passwords

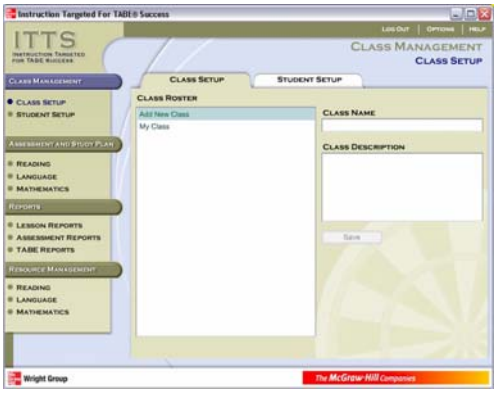
The program auto-generates a nine-letter password for each user. Administrators and teachers can change their passwords by clicking Options on the header bar. Student passwords can be changed on the Student Setup screen. Passwords can be alphanumeric with a minimum of 5 characters and a maximum of 15 characters.

3.2 Administrator Login

A valid administrator user name and password will take the user to the administrator home screen. The default administrator username is *admin*. The default password is *999999999*.

3.3 Teacher Login

A valid teacher user name and password will take the user to the teacher home screen with Class Setup and Student Setup.

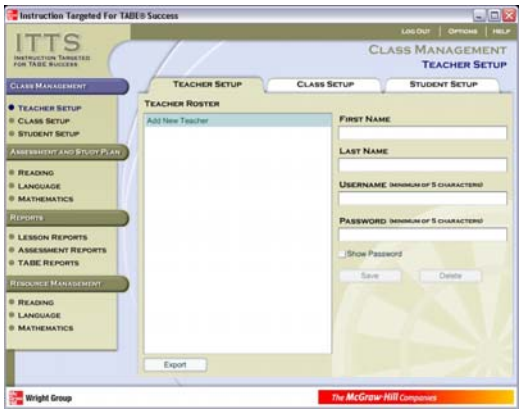


3.4 Student Login

A valid student user name and password will take the student to the student main menu.

4.0 Administrator: Class Management

After the administrator logs into the program, the Class Management screen appears.



4.1 Teacher Setup

The first thing the administrator needs to do is set up the teachers within the system.

Adding a teacher

To add a teacher, select the Add New Teacher line in the Teacher Roster. On the right side of the Teacher Setup screen, type the teacher's first and last names. A username and password will automatically be generated; you can edit them if you wish. When you click Save, the teacher will be added to the teacher list at the left.

Editing teacher information

To edit teacher information, click on the teacher in the list on the left and alter the information in the fields on the right. Click Save to add your changes to the database.

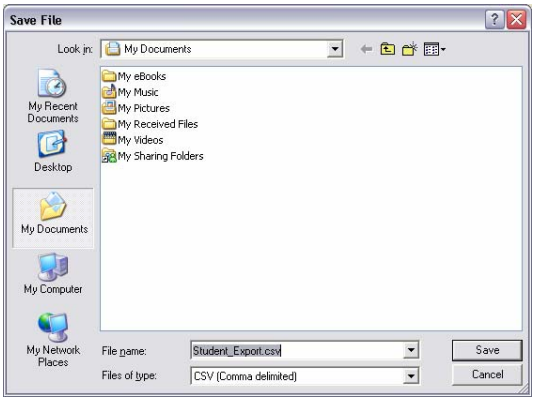
Deleting teacher information

To delete teacher information, click on the teacher in the list on the left and then click on the Delete button. You will be asked to confirm your choice.

IMPORTANT! Before deleting a teacher from the list, make sure that you have reassigned all classes and students to another teacher.

4.2 Exporting Teacher Roster

Administrators can export the data in the Teacher Roster to a comma separated value (.csv) file. Click the Export button at the bottom of the screen. When the Save dialog box appears, decide where to save the file and what to name it. Saved files can be edited and combined with other files.

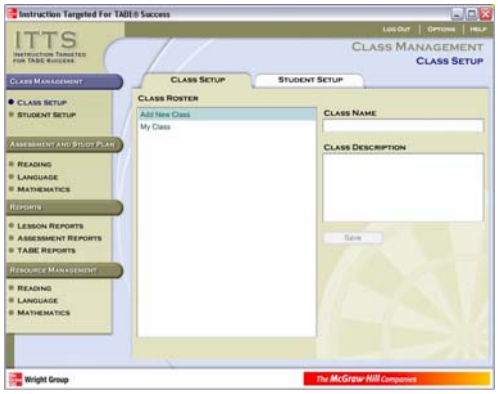


4.3 Class and Student Setup

See Section 5.0 Teacher Class Management for more information.

5.0 Teacher: Class Management

After the teacher logs into the program, the Class Management screen appears.



5.1 Class Setup

Adding a class

To add a class, select the Add New Class line in the Class Roster. On the right side of the Class Setup screen, type the Class Name and Class Description (optional).

Deleting a class

Only administrators can delete classes. To delete a class, click on the class name in the list and then click Delete. This will delete all students associated with this class. To keep the students' records, assign the students to a different Teacher or Class before deleting this class.

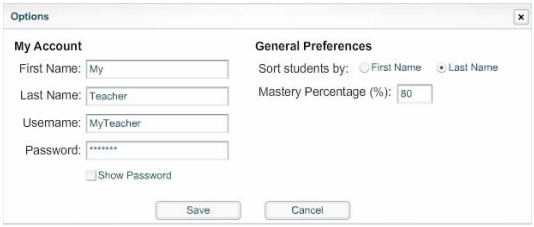
Editing class information

To edit a class, select the class from the list, make changes, and then click Save.

5.2 Test Setup

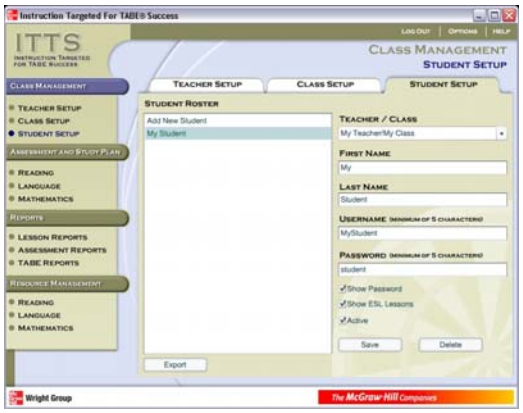
To change the students' required mastery level for tests and quizzes, click Options on the header bar, enter the new percentage, and click Save.

To sort the roster in alphabetical order by first name, click Options and click the First Name button.



5.3 Student Setup

Once a class has been set up, the teacher can enroll students in it. Choose the Student Setup tab at the top of the Class Management screen.



Adding a student

To add a new student, click Add New Student, select a class, and enter the student's first and last name. The username and password are auto generated. To change them, click in either field and enter new information.

Activating ESL Lessons

Click Show ESL Lessons if this student will need additional lessons.

Activating students

If a student becomes inactive, uncheck the Active checkbox. This student will remain in the system but will not be able to log into the program.

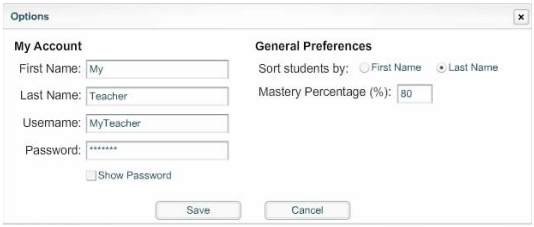
Editing student information

To edit a student's information, select the student from the list, make changes, and then click Save.

Deleting a student

Only administrators can delete students. To delete a student, click on the student's name in the list and then click Delete. This will delete all of the student's records.

To sort the roster in alphabetical order by first name, click Options and click the First Name button.



5.4 Exporting Student Data

Administrators and teachers can export the data in the Student Roster to a comma separated value (.csv) file. Click the Export button at the bottom of the screen. When the Save dialog box appears, decide where to save the file and what to name it. Saved files can be edited and combined with other files.

6.0 Assessment and Study Plan

To set up a student's study plan, go to the Assessment and Study Plan section at the left side of the Class Management screen. Select a subject area. Then select a class, a student, and that student's TABE level. The default level is E or the lowest level of ITTS that you have installed.

6.1 Setting Student Mastery Levels

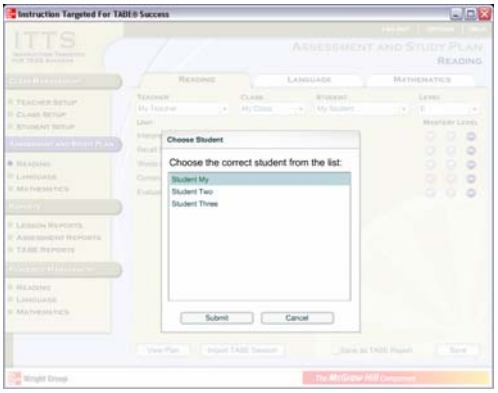
To set the mastery level manually for each unit, click the appropriate button. A highlighted button indicates the mastery level for that unit. When you have finished manually setting the mastery levels, click Save.

\+ = Mastery
P = Partial Mastery
– = Non Mastery

6.2 Importing TABE Sessions

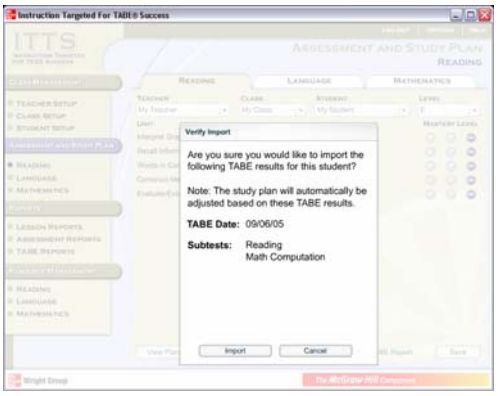
To set the mastery level based on a student's TABE results, click Import TABE Session, select the exported TABE results file (.txt), choose the student from the list, and click Submit.

TABE results for Level A can be imported even though ITTS does not contain Level A lessons. Teachers can print a student's Study Plan Print Resources for Level A, but electronic lessons and tests are not currently available.



Verify Import

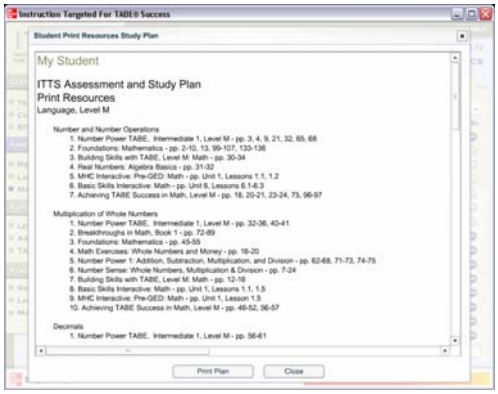
You will be asked to verify the import for that student. The imported results will automatically set the mastery level for all subjects that the export contains.


Instruction Targeted For TABE® Success
ITTS
ASSESSMENT AND STUDY PLAN
READING
Verify Import
Are you sure you would like to import the following TABE results for this student?
Note: The study plan will automatically be adjusted based on these TABE results.
TABE Date: 09/06/05
Subtests: Reading
Math Computation
Import
Cancel

Save as TABE Report

To save the student study plan, click Save. To save the study plan as a TABE report, click the checkbox. This will add the student's name and current level to the TABE reports section.

View Print Resources Study Plan
To view the print resources study plan, click View Plan. To print the student's print resources study plan for this entire subject and level, click the Print Plan button. This will open a browser window. Click the print icon or select Print from the File dropdown menu.



6.3 Using the Program without TABE Data
If you don't have any TABE data, you can still use the program. Set up teachers, classes, and students as described elsewhere in this manual. All tests and forms will be available; the default level for every student will be set to the lowest level installed. Manually select mastery and non mastery for each subject area for each student.

7.0 Reports

7.1 Lesson Reports
To view a student's lesson progress, select the class, student, and subject.

The information is displayed with the most recent lessons at the top. Time

Spent per Session and Total Time Spent in the program will be displayed.

To review the student's lesson quiz session, click the Review button in the Review Quiz column. You will be able to view one or both quizzes.

If a student has mastered a lesson outside of the program, click "Mastered In Class" and then click Save.

To export the data for each student to a comma delimited file for reporting and printing purposes, click the Export button.

7.2 Assessment Reports

To view a student's Pretest and Posttest progress, select the class, student, and subject.

To review the student's pretest or posttest session, click the Review button in the Review Test column.

The report displays the student's test progress by level and unit.

To export the data to a comma delimited file for reporting and printing purposes, click the Export button.

7.3 TABE Reports

To view a student's TABE session data, select the class, student, and subject.

The TABE sessions are displayed by date and subtest. If a student's mastery level was set manually and saved as a TABE report, the only information displayed will be the date, subtest, and level information.

To export the data to a comma delimited file for reporting and printing purposes, click the Export button.

7.4 Class Reports

To view the Pretest and Posttest progress of all students in a class, select teacher, class, all students, and subject.

You may choose to view all classes, students, and subjects or any combination of these.

The report outputs the data you have selected.

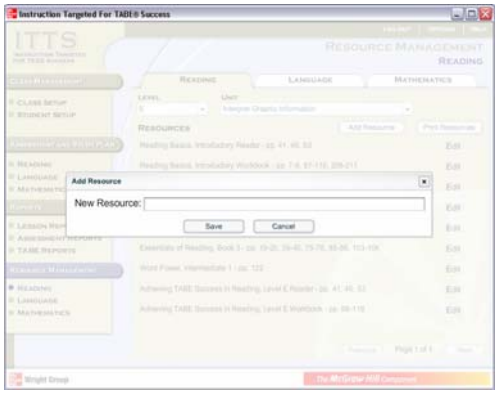
To export the data to a comma delimited file for reporting and printing purposes, click the Export button.

8.0 Resource Management

The Resource Management screen allows the administrator or teacher to customize the resource lists used to create student study plans. Administrators and teachers may add, edit, and delete resources.

8.1 Adding Resources

To add a resource, click the Add Resource button. Enter the resource and save your information.



8.2 Editing Resources

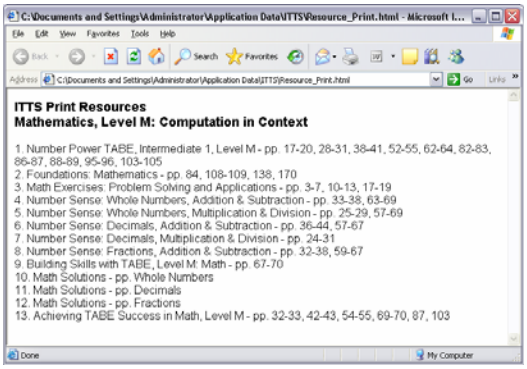
To edit a resource, click Edit and make changes within the resource field. When finished editing, click Save.

8.3 Deleting Resources

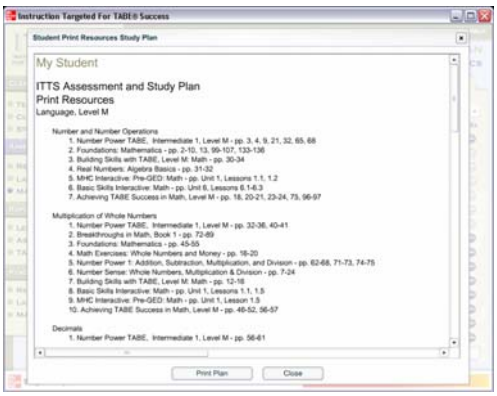
To delete a resource, click Edit and select all of the data in the field. Then click the Delete key on your keyboard.

8.4 Printing Resources

To print the resources for this unit only, click the Print Resources button. This will open a browser window. Click the print icon or select Print from the File dropdown menu.


ITTS Print Resources
Mathematics, Level M: Computation in Context
1. Number Power TABE, Intermediate 1, Level M - pp. 17-20, 28-31, 38-41, 52-55, 62-64, 82-83, 86-87, 88-89, 95-96, 103-105
2. Foundations: Mathematics - pp. 84, 108-109, 138, 170
3. Math Exercises: Problem Solving and Applications - pp. 3-7, 10-13, 17-19
4. Number Sense: Whole Numbers, Addition & Subtraction - pp. 33-38, 63-69
5. Number Sense: Whole Numbers, Multiplication & Division - pp. 25-29, 57-69
6. Number Sense: Decimals, Addition & Subtraction - pp. 36-44, 57-67
7. Number Sense: Decimals, Multiplication & Division - pp. 24-31
8. Number Sense: Fractions, Addition & Subtraction - pp. 32-38, 59-67
9. Building Skills with TABE, Level M: Math - pp. 67-70
10. Math Solutions - pp. Whole Numbers
11. Math Solutions - pp. Decimals
12. Math Solutions - pp. Fractions
13. Achieving TABE Success in Math, Level M - pp. 32-33, 42-43, 54-55, 69-70, 87, 103

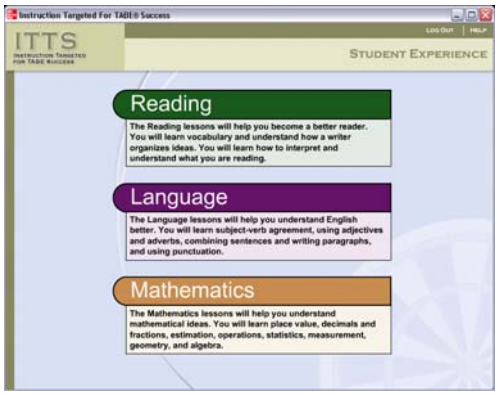
If you would like to print a more complete list of the student's study plan, click the Print Plan button on the Assessment and Study Plan screen. This will print all unit print resources within a subject.



9.0 Student Experience

9.1 Student Main Menu

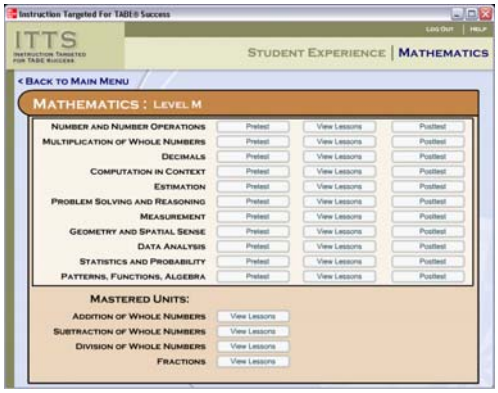
The student main menu lists three subject areas. The student begins by clicking on a subject area.


ITTS
STUDENT EXPERIENCE
Reading
The Reading lessons will help you become a better reader. You will learn vocabulary and understand how a writer organizes ideas. You will learn how to interpret and understand what you are reading.
Language
The Language lessons will help you understand English better. You will learn subject-verb agreement, using adjectives and adverbs, combining sentences and writing paragraphs, and using punctuation.
Mathematics
The Mathematics lessons will help you understand mathematical ideas. You will learn place value, decimals and fractions, estimation, operations, statistics, measurement, geometry, and algebra.

9.2 Study Plan Menu

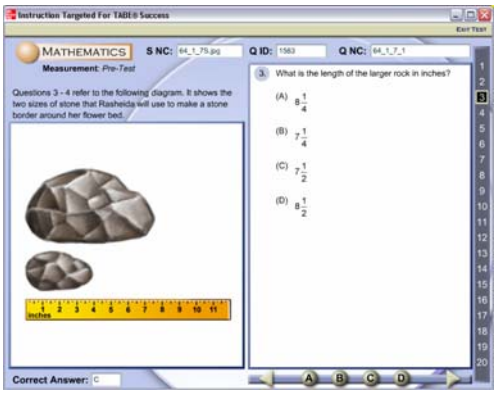
Study plans are lesson assignments based on the student's TABE performance (if available).

The units that have been assigned to each student are listed in the highlighted box. All the units that have been mastered are displayed below the assigned units.



9.3 Pretest

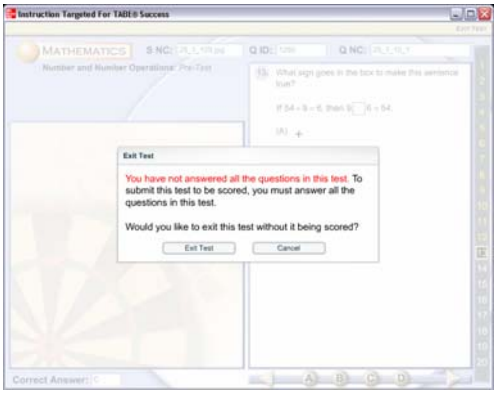
The student should begin assigned units by taking the Pretest. The Pretest consists of 20 multiple-choice questions.



The student navigates through the questions by clicking on the number bar at the right or on the forward or backward arrows at the bottom of the screen.

To answer a question, the student clicks on the letter buttons across the bottom of the screen. The question number on the number bar at the right appears yellow after the question has been answered.

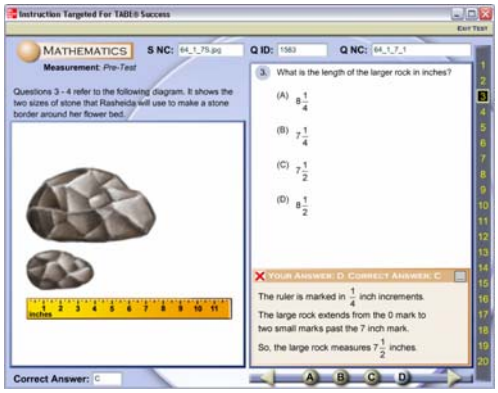
The student must answer all of the questions in order to score the test. To locate the questions that were not answered, refer to the number bar.


Exit Test
You have not answered all the questions in this test. To submit this test to be scored, you must answer all the questions in this test.
Would you like to exit this test without it being scored?
Exit Test
Cancel

When the student masters the Pretest, the entire unit and its lessons move to the Mastered Units list at the bottom of the Study Plan menu.

Instruction Targeted For TABE® Success
ITTS
STUDENT EXPERIENCE | MATHEMATICS
< BACK TO MAIN MENU < STUDY PLAN MENU
MATHEMATICS : LEVEL M
NUMBER AND NUMBER OPERATIONS: PRETEST
Date: 10/19/06
Score: 20/20
Percent: 100%
Mastery: Mastered
Time: 3 minute(s)
Congratulations! You have mastered this skill. Click Review to review your test. Click Continue to return to the Study Plan menu.
Review
Continue
Retake Test

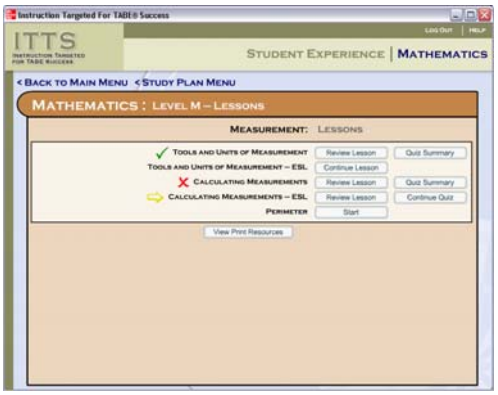
The student may choose to review the Pretest with the correct answers and explanations.


Instruction Targeted For TABE® Success
MATHEMATICS
Measurement: Pre-Test
Questions 3 - 4 refer to the following diagram. It shows the two sizes of stone that Rasheida will use to make a stone border around her flower bed.
What is the length of the larger rock in inches?
(A) 8 1/4
(B) 7 1/4
(C) 7 1/2
(D) 8 1/2
YOUR ANSWER: D CORRECT ANSWER: C
The ruler is marked in 1/4 inch increments.
The large rock extends from the 0 mark to two small marks past the 7 inch mark.
So, the large rock measures 7 1/2 inches.
Correct Answer: C
A B C D

Once a unit is mastered, the student can review the lessons but is not required to take the quizzes or Posttest.

9.4 View Lessons Menu

This menu appears after the student clicks on the View Lessons button.

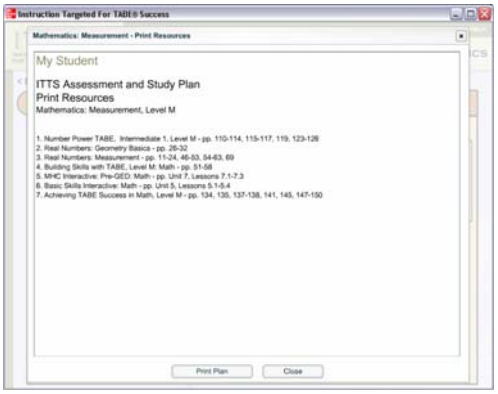


The lessons with a green check mark indicate the lesson is mastered.

The lessons with a red X indicate that the lesson is not mastered and display a Quiz Summary button.

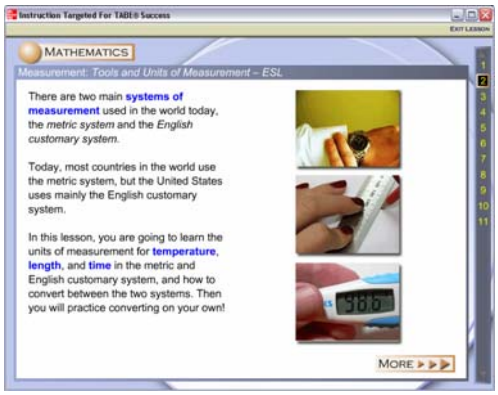
The lessons with a yellow arrow indicate that the lesson quiz is in progress and display a Continue Quiz button.

The View Print Resources button displays the student's print resources study plan for that unit.



9.5 Navigate Lessons

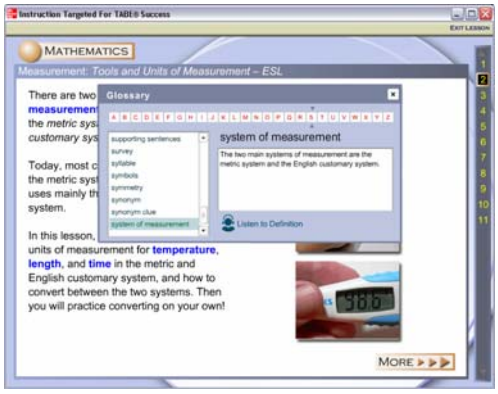
Each lesson focusing on a TABE subskill offers instructional and interactive exercise screens.


Instruction Targeted For TABE® Success
EXIT LESSON
MATHEMATICS
Measurement: Tools and Units of Measurement – ESL
There are two main systems of measurement used in the world today, the metric system and the English customary system.
Today, most countries in the world use the metric system, but the United States uses mainly the English customary system.
In this lesson, you are going to learn the units of measurement for temperature, length, and time in the metric and English customary system, and how to convert between the two systems. Then you will practice converting on your own!
MORE

The student navigates through the lesson by clicking the numbers on the number bar at the right or by clicking the More or Next button at the bottom of the screen.

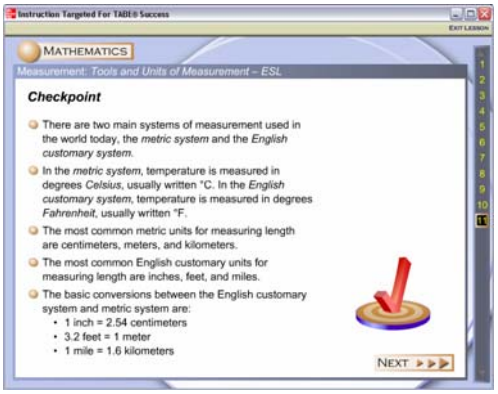
Glossary with Audio

Clicking on any of the blue highlighted words in a lesson launches a glossary. Clicking on the audio icon allows students to hear the word and definition.



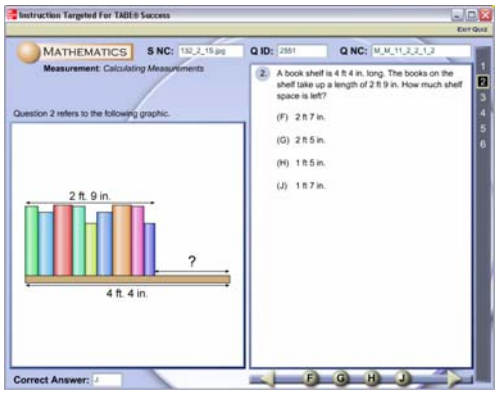
To complete a lesson, the student must visit every page and complete the quiz.

The quiz is accessed by clicking the Next button on the Checkpoint, or final, screen of the lesson.


Instruction Targeted For TABE® Success
EXIT LESSON
MATHEMATICS
Measurement: Tools and Units of Measurement – ESL
Checkpoint
There are two main systems of measurement used in the world today, the metric system and the English customary system.
In the metric system, temperature is measured in degrees Celsius, usually written °C. In the English customary system, temperature is measured in degrees Fahrenheit, usually written °F.
The most common metric units for measuring length are centimeters, meters, and kilometers.
The most common English customary units for measuring length are inches, feet, and miles.
The basic conversions between the English customary system and metric system are:
1 inch = 2.54 centimeters
3.2 feet = 1 meter
1 mile = 1.6 kilometers
NEXT

9.6 Lesson Quiz

The lesson quiz consists of 6 multiple choice questions. The student must answer all questions in order to score the quiz.


Instruction Targeted For TABE® Success
MATHEMATICS
Measurement: Calculating Measurements
Question 2 refers to the following graphic.
2 ft. 9 in.
?
4 ft. 4 in.
A book shelf is 4 ft 4 in. long. The books on the shelf take up a length of 2 ft 9 in. How much shelf space is left?
(F) 2 ft 7 in.
(G) 2 ft 5 in.
(H) 1 ft 5 in.
(J) 1 ft 7 in.
Correct Answer:

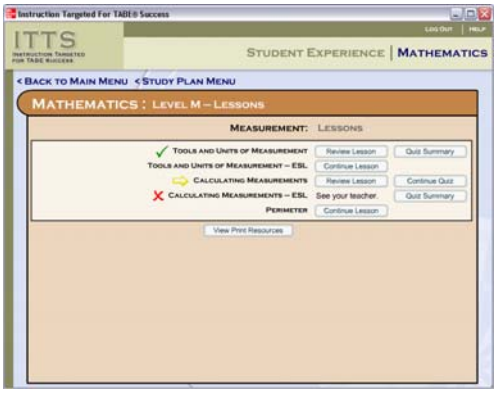
The student must master the quiz in order to master the lesson.

Instruction Targeted For TABE® Success
ITTS
STUDENT EXPERIENCE | MATHEMATICS
< BACK TO MAIN MENU < STUDY PLAN MENU < LESSON MENU
MATHEMATICS : LEVEL M
MEASUREMENT: CALCULATING MEASUREMENTS – ESL
Date: 10/19/06
Score: 6/6
Percent: 100%
Mastery: Mastered
Time: 1 minute(s)
Congratulations! You have mastered this quiz. Click Review Quiz to review your quiz. Click Continue to return to the Study Plan menu.
Review Quiz
Continue
Retake Quiz

Quiz Non Mastery

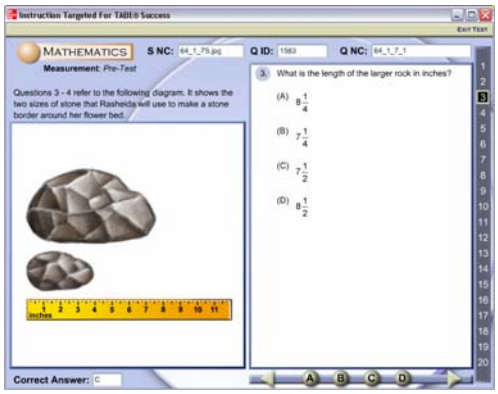
If the student does not master the quiz, he/she has the option to review the quiz to see the correct answers and explanations. Then he/she will retake the quiz. (The second time a student takes a quiz, an alternate form is given.)

If the student fails the quiz twice, the program displays a message to see the teacher.


Instruction Targeted For TABE® Success
ITTS
STUDENT EXPERIENCE | MATHEMATICS
< BACK TO MAIN MENU < STUDY PLAN MENU
MATHEMATICS : LEVEL M – LESSONS
MEASUREMENT: LESSONS
TOOLS AND UNITS OF MEASUREMENT
TOOLS AND UNITS OF MEASUREMENT – ESL
CALCULATING MEASUREMENTS
CALCULATING MEASUREMENTS – ESL
See your teacher.
PERIMETER
View Print Resources

9.7 Posttest

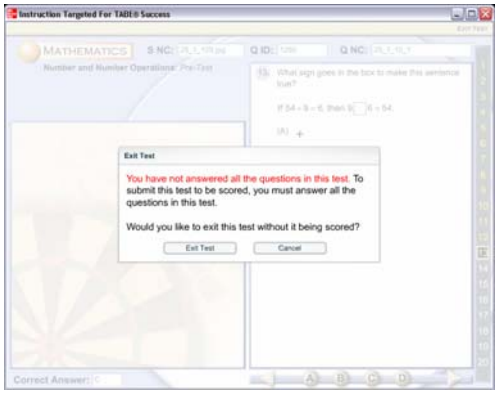
The student should take the Posttest after all of the lessons within a unit have been mastered. The Posttest consists of 20 multiple-choice questions.



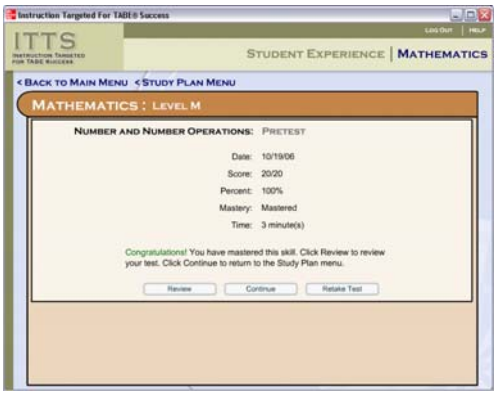
The student navigates through the questions by clicking on the number bar or the forward or backward arrows.

To answer a question the student clicks on the letter buttons across the bottom of the screen. Answered questions appear in yellow on the number bar.

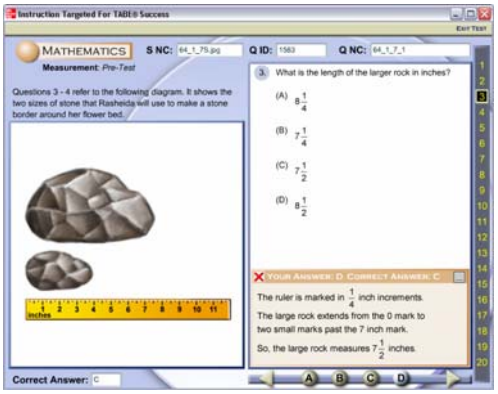
The student must answer all of the questions in order to score the test.


Exit Test
You have not answered all the questions in this test. To submit this test to be scored, you must answer all the questions in this test.
Would you like to exit this test without it being scored?
Exit Test
Cancel

If the student masters the Posttest, the entire unit and its lessons move to the Mastered Units list at the bottom of the Study Plan menu.

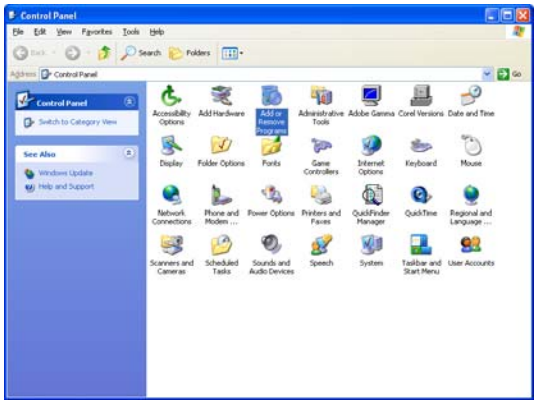

ITTS
STUDENT EXPERIENCE | MATHEMATICS
< BACK TO MAIN MENU < STUDY PLAN MENU
MATHEMATICS : LEVEL M
NUMBER AND NUMBER OPERATIONS: PRETEST
Date: 10/19/06
Score: 20/20
Percent: 100%
Mastery: Mastered
Time: 3 minute(s)
Congratulations! You have mastered this skill. Click Review to review your test. Click Continue to return to the Study Plan menu.
Review
Continue
Retake Test

The student can review the Posttest with the correct answers and explanations.

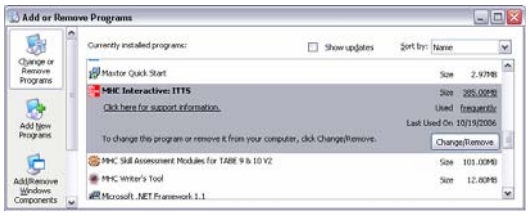


Appendix 1:
Uninstalling the Program

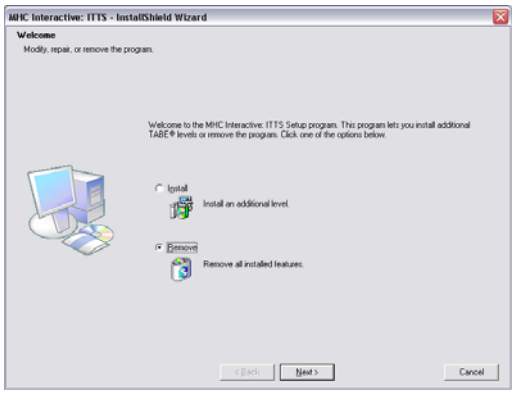
To uninstall the ITTS program, go to Start>Control Panel. Double-click on *Add or Remove Programs*.



Scroll down the list to find *MHC Interactive: ITTS*. Click on the Change/Remove button.

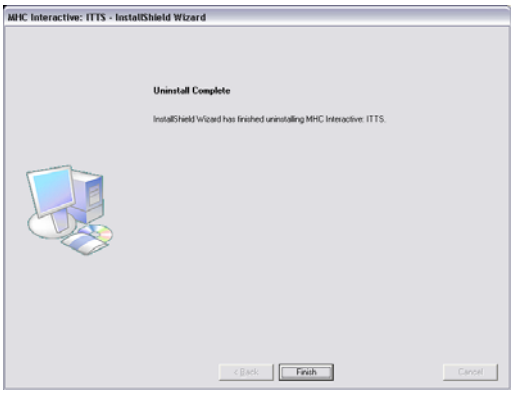


The InstallShield Wizard will appear. Click on the button beside *Remove*. Then click Next.



A box will appear asking you if you are sure you want to remove the program. Click OK.

WAIT while the program uninstalls. Then click Finish.



Management Database Backup

1. From a workstation use *My Computer* to navigate to the location where the program was installed. (Default location: "C:\Program Files\MHC Interactive\ITTS)

2. Open the database folder within the ITTS directory and copy the "Management.mdb" file to a backup location.

   IMPORTANT! All users must be logged out while backing up or restoring the Management database.

Appendix 2:
ITTS Units and Lessons

Mathematics
Level E

Number and Number Operations
- Place Value
- Comparing and Ordering Numbers
- Special Types of Numbers
- Decimal Place Value
- Number Operations
- Number Operations – ESL

Addition of Whole Numbers
- Addition Facts
- Addition with No Regrouping
- Addition with Regrouping

Subtraction of Whole Numbers
- Subtraction Facts
- Subtraction with No Regrouping
- Subtraction with Regrouping

Multiplication of Whole Numbers
- Multiplication Facts
- Multiplication with No Regrouping
- Multiplication with Regrouping

Division of Whole Numbers
- Division Facts
- Division with No Remainder
- Division with a Remainder

Decimals
- Decimals
- Decimals and Fractions
- Adding Decimals
- Subtracting Decimals

Computation in Context
- Fractions
- Addition Word Problems
- Subtraction Word Problems
- Multiplication Word Problems
- Division Word Problems
- Decimal Word Problems

Estimation
- Rounding
- Estimation

Problem Solving and Reasoning
- Problem-Solving Strategies

Measurement
- Calendars
- Time
- Temperature
- Length and Distance
- Temperature and Distance – ESL
- Mass and Weight
- Capacity
- Mass, Weight, and Capacity – ESL

Geometry and Spatial Sense
- Plane Figures
- Plane Figures – ESL
- Solid Figures
- Spatial Sense

Data Analysis
- Tables and Charts
- Graphs

Patterns, Functions, Algebra
- Number Patterns
- Geometric Patterns
- Algebraic Expressions

Mathematics
Level M

Number and Number Operations
- Place Value
- Place Value – ESL
- Factors and Multiples
- Decimal Place Value
- Fractional Parts
- Reducing Fractions
- Fractions and Decimals
- Number Operations

Addition of Whole Numbers
- Adding Whole Numbers

Subtraction of Whole Numbers
- Subtracting Whole Numbers

Multiplication of Whole Numbers
- Multiplication with No Regrouping
- Multiplication with Regrouping

Division of Whole Numbers
- Division with No Remainder
- Division with a Remainder

Decimals
- Adding and Subtracting Decimals
- Multiplying Decimals and Whole Numbers
- Multiplying Two Decimals

Fractions
- Mixed Numbers and Improper Fractions
- Adding Fractions with the Same Denominator
- Adding Fractions with Different Denominators
- Adding Mixed Numbers
- Subtracting Fractions with the Same Denominator
- Subtracting Fractions with Different Denominators
- Subtracting Mixed Numbers

Computation in Context
- Addition and Subtraction Word Problems
- Multiplication Word Problems
- Division Word Problems
- Decimal Word Problems
- Fraction Word Problems

Estimation
- Rounding
- Estimation

Problem Solving and Reasoning
- Problem-Solving Strategies

Measurement
- Tools and Units of Measurement
- Tools and Units of Measurement – ESL
- Calculating Measurements
- Calculating Measurements – ESL
- Perimeter

Geometry and Spatial Sense
- Lines
- Plane Figures
- Plane Figures – ESL
- Solid Figures
- Spatial Sense

Data Analysis
- Tables, Charts, and Diagrams
- Graphs

Statistics and Probability
- Probability
- Statistics

Patterns, Functions, Algebra
- Patterns
- Functions
- Algebraic Expressions

Mathematics
Level D

Number and Number Operations
- Place Value
- Factors and Multiples
- Forms of Fractions
- Ratios and Proportions
- Understanding Percents
- Number Operations
- Number Operations – ESL

Multiplication of Whole Numbers
- Adding Whole Numbers
- Subtracting Whole Numbers
- Multiplying Whole Numbers

Division of Whole Numbers
- Dividing Whole Numbers

Decimals
- Adding Decimals
- Subtracting Decimals
- Multiplying Decimals
- Dividing Decimals by Whole Numbers
- Dividing Two Decimals

Fractions
- Adding Fractions
- Subtracting Fractions
- Multiplying Fractions
- Dividing Fractions

Computation in Context
- Whole Number Word Problems
- Decimal Word Problems
- Fraction Word Problems

Integers
- Positive and Negative Numbers
- Adding Positive and Negative Numbers
- Subtracting Positive and Negative Numbers
- Multiplying Positive and Negative Numbers
- Dividing Positive and Negative Numbers

Percents
- Finding the Percent of a Number
- Find the Total When a Percent Is Given

Estimation
- Rounding and Estimation

Problem Solving and Reasoning
- Problem-Solving Strategies

Measurement
- Units of Measurement
- Perimeter and Circumference
- Area

Geometry and Spatial Sense
- Angles
- Lines
- Plane Figures
- Solid Figures
- The Coordinate Plane

Data Analysis
- Graphic Information

Statistics and Probability
- Probability
- Statistics
- Sampling

Patterns, Functions, Algebra
- Patterns
- Functions
- Algebraic Expressions
- Linear Equations
- Inequalities

Reading
Level E

Interpret Graphic Information
- Maps
- Graphs
- Consumer and Business Materials
- Reference Sources

Recall Information
- Stated Concepts
- Sequence
- Sequence – ESL

Words in Context
- Context Meaning

Construct Meaning
- Main Idea
- Cause and Effect
- Comparing and Contrasting
- Comparing and Contrasting – ESL
- Drawing Conclusions
- Character Traits

Evaluate/Extend Meaning
- Fact and Opinion
- Predicting Outcomes

Reading
Level M

Interpret Graphic Information
- Maps and Graphs
- Consumer and Business Materials
- Reference Sources

Recall Information
- Stated Concepts
- Skimming and Scanning – ESL
- Sequence
- Sequence – ESL

Words in Context
- Context Meaning

Construct Meaning
- Main Idea
- Summarizing and Paraphrasing
- Cause and Effect
- Comparing and Contrasting
- Drawing Conclusions
- Supporting Evidence
- Character Traits
- Character Traits – ESL

Evaluate/Extend Meaning
- Fact and Opinion
- Predicting Outcomes
- Applying Passage Elements
- Author's Purpose

Reading
Level D

Interpret Graphic Information
- Maps and Graphs
- Consumer and Business Materials
- Reference Sources

Recall Information
- Stated Concepts
- Sequence

Words in Context
- Context Meaning

Construct Meaning
- Main Idea
- Summarizing and Paraphrasing
- Cause and Effect
- Comparing and Contrasting
- Comparing and Contrasting – ESL
- Drawing Conclusions
- Supporting Evidence
- Character Traits
- Personal Appearance and Character Traits – ESL

Evaluate/Extend Meaning
- Fact and Opinion
- Predicting Outcomes
- Applying Passage Elements
- Genre and Style Techniques
- Genre and Style Techniques – ESL
- Author's Purpose

Language
Level E

Usage
- Nouns
- Pronouns
- Pronoun and Antecedent Agreement
- Verb Basics 1
- Verb Basics 2
- Simple Tenses
- Present Tenses – Listening Comprehension – ESL
- Past Tenses – Listening Comprehension – ESL
- Other Tenses
- Subject and Verb Agreement
- Comparative and Superlative Adjectives

Sentence Formation
- Complete Sentences, Fragments, and Run-ons
- Compound Parts and Sentences
- Sentence Structure – ESL
- Modifiers

Paragraph Development
- Topic Sentences
- Supporting Sentences
- Sequence and Transitions

Capitalization
- Capitalization

Punctuation
- End Marks
- Commas

Writing Conventions
- Quotation Marks
- Apostrophes
- Letter Parts

Language
Level M

Usage
- Nouns
- Pronouns
- Pronoun and Antecedent Agreement
- Verb Basics
- Simple Tenses
- Other Tenses
- Subject and Verb Agreement
- Adjectives
- Adverbs
- Adjectives vs Adverbs
- Negative Words
- Negative Words -- ESL

Sentence Formation
- Complete Sentences, Fragments, and Run-ons
- Compound Parts and Sentences
- Complex Sentences
- Modifiers

Paragraph Development
- Topic Sentences
- Supporting Sentences
- Sequence and Transitions

Capitalization
- Capitalization

Punctuation
- End Marks
- Commas

Writing Conventions
- Quotation Marks
- Apostrophes
- Letter Parts

Language
Level D

Usage
- Nouns
- Pronouns
- Pronoun and Antecedent Agreement
- Indefinite Pronouns – ESL
- Verb Basics
- Simple Tenses
- Other Tenses
- Verb Tenses: Present Tenses – ESL
- Verb Tenses: Past Tenses – ESL
- Verb Tenses: Future Tenses – ESL
- Subject and Verb Agreement
- Easily Confused Verbs
- Adjectives vs Adverbs
- Negative Words

Sentence Formation
- Complete Sentences, Fragments, and Run-ons
- Compound Parts and Sentences
- Complex Sentences
- Modifiers
- Parallel Structure

Paragraph Development
- Topic Sentences
- Supporting Sentences
- Sequence and Transitions

Capitalization
- Capitalization

Punctuation
- Commas
- Other Punctuation Marks

Writing Conventions
- Quotation Marks
- Apostrophes
- Letter Parts